



UNIT CHIEF

Exam Code: 2FS09

Department(s):	Department of Forestry & Fire Protection
Opening Date:	09/24/2012
Closing Date:	10/19/2012
Type of Recruitment:	Departmental Promotional
Salary:	MONTHLY-RANGED-SALARY - \$6,632.00 to \$8,364.00
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	State-wide

EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for state employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY?

Applicants who meet the minimum qualifications as stated on this bulletin. This is a Departmental Promotional examination for the Department of Forestry and Fire Protection (CAL FIRE).

1. Applicants must have a permanent civil service appointment with the Department of Forestry and Fire Protection as of **October 19, 2012**, the final filing date, in order to participate in this examination; or
2. Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990; or
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992; or
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

For persons who are interested in applying that meet the criteria for either items 2, 3, or 4 above, and examinations are given by more than one department for the same classification, you must select one department in which to compete. Once this selection is made, it cannot be changed for the duration of the promotional list established from the examination in which the person participated. Employees may transfer list eligibility between departments in the same manner as provided for state civil service employees.

FILING INSTRUCTIONS

Final File Date: **October 19, 2012**

Examination/Employment Application (STD 678) is available at the California Department of Human Resources' website at www.jobs.ca.gov. Examination/Employment Application (STD 678) may be submitted by mail, or delivered in person.

Note: Applications will not be accepted via e-mail.

MAIL:

Department of Forestry and Fire Protection
Examination Unit – (Attention: Tiffany Harris)
P.O. Box 944246
Sacramento, CA 94244-2460

SUBMIT IN PERSON:

Department of Forestry and Fire Protection
Examination Unit – (Attention: Tiffany Harris)
1300 U Street
Sacramento, CA 95814

Applications postmarked or personally delivered after the final filing date, **October 19, 2012**, will not be accepted for any reason.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the application and/or contact the Department of Forestry and Fire Protection at (916) 445-7801.

SALARY INFORMATION

\$6632 - \$8364

ELIGIBLE LIST INFORMATION

A Departmental Promotional eligible list will be established for the Department of Forestry and Fire Protection. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by **October 19, 2012**, the final filing date.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. (Applicants who do not possess the license will be admitted to the examination but must secure the license prior to appointment.)

Two years of experience in the California state service performing the duties of an Assistant Chief with Fire Administration/Fire Operations experience. (Applicants who are within six months of satisfying the experience requirement will be admitted to the examination, but must fully meet the experience requirement before being eligible for appointment.)

POSITION DESCRIPTION

Unit Chiefs have management responsibility of all Department of Forestry and Fire Protection programs for a specified geographical area called a unit.

EXAMINATION INFORMATION

Qualifications Appraisal Interview: It is anticipated that interviews will be held during **December 2012/January 2013**.

The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

KNOWLEDGE, SKILLS AND ABILITIES

Scope:

A. Knowledge of:

1. The mission, vision, and values of the Department in order to meet Department goals.
2. Modern fire protection organization standards, management practices, and prevention methods used to deliver wildland and structural fire protection and other emergency services.
3. State forest and fire laws, federal laws, fire codes, and local ordinances (e.g., Public Resource Code, Health and Safety Code, Penal Code, Uniform Fire Code) relating to land use, life and fire hazards, and risk reduction.
4. Contemporary methods of emergency incident management including the Incident Command System (ICS), Standardized Emergency Management System (SEMS), and National Incident Management System (NIMS) for proper incident organization and management.
5. Operations of the Emergency Command Center (ECC) for efficient command and control of emergency resources.
6. Departmental information technology necessary to complete job related tasks.
7. Safe work practices to provide a safe work environment for employees and the public.
8. Techniques used by the Department for public education and information.
9. Instructional techniques, methods, and management of training programs to provide effective leadership and training.
10. Laws and departmental policies regarding mandatory training for employees to ensure compliance with applicable laws.
11. Methods of effective supervision, progressive discipline, and employee evaluations to promote effective, efficient, and ethical workforce.
12. Manager's role in promoting equal employment opportunity in selection, development, and promotion of employees and for maintaining a work environment which is free of discrimination and harassment.
13. Managerial responsibilities under Ralph C. Dills Act (Government Code 3512 to 3524) at a level for successful job performance.
14. Various job-related Bargaining Unit (BU) Memorandums of Understanding (MOU) to ensure compliance.
15. Principles, methods, and terminology of forest management, environmental, wildland management, and conservation.
16. Fire behavior of various types of fires to provide appropriate suppression tactics and strategies.

17. Proper spelling, grammar, punctuation, and sentence structure to ensure that written materials are complete, concise, and error-free.
18. Fire service and law enforcement radio communication systems and codes to effectively communicate.
19. Departmental command and control policies and procedures for major emergencies to meet the Department's mission.
20. California Department of Corrections and Rehabilitation (CDCR) programs in relation to conservation camps and objectives to maintain continuity and effectiveness in the camp program.
21. California Department of Corrections and Rehabilitation (CDCR) laws and codes pertaining to the use of inmates and wards by CAL FIRE to maintain continuity and effectiveness in the camp program.
22. Cooperative fire protection programs and agreements with Federal, state, and local agencies to provide effective leadership for agreements and programs.
23. Policies, objectives, and standards established by the Board of Forestry and Fire Protection to effectively manage the unit.
24. State of California fiscal, property, and personnel policies to ensure compliance.
25. Adverse effects of emergency and other operations (e.g., interdepartmental, environmental, political, social, economic) to protect resources and limit liability.
26. Management personnel practices as set forth by departmental policy to provide effective leadership.
27. Fire service aviation management programs to ensure operational effectiveness and efficiency of aircraft assets.
28. Appropriate care, maintenance, application, and replacement of Personal Protective Equipment (PPE) to provide safety for personnel and comply with state and federal mandates.
29. Appropriate care, maintenance, application, and replacement of mobile equipment (e.g., utility vehicles, fire apparatus) to ensure operational effectiveness and efficiency of mobile equipment.
30. Appropriate care, maintenance, and replacement of facilities, equipment, and infrastructure to provide safe and adequate facilities for employees.
31. Departmental codes, rules, policies, and procedures.
32. Department budgeting process to develop or oversee program budgets for fiscal accountability.
33. Departmental requisition and purchasing procedures to acquire materials and equipment for a station, camp, program, or project.
34. Employment interviewing techniques used in the selection process and hiring process of personnel to secure an adequate workforce.
35. Appropriate use of firefighting tools and equipment to effectively manage unit operations.
36. Signs and symptoms to recognize substance abuse problems and take appropriate corrective action under the departmental Substance Abuse Policy.
37. Resources available for employees having personal or work-related problems [e.g., Employee Assistance Program (EAP)] to ensure well-being of workforce.
38. Time reporting procedures to maintain accurate records.
39. Applicable laws and departmental policies for the operation of motor vehicles and emergency operations.
40. Basic techniques and methods of team building and leadership for provision of effective unit management.
41. Environmental programs and forest and wildland management practices in California to ensure compliance.
42. Federal, state, and local fire service delivery systems to act appropriately with cooperating agencies.
43. Department's safety programs [e.g., Injury Illness Prevention Program (IIPP), Respiratory Protection Program (RPP)] and other safety practices to ensure personnel safety.

B. Skill to :

1. Safely drive a variety of different makes and models of Department vehicles in a variety of weather conditions and topography in a safe manner.
2. Communicate performance standards and expectations to personnel both orally and in writing.
3. Complete employee performance evaluations timely and accurately.
4. Use appropriate Personal Protective Equipment (PPE) to ensure personal safety.
5. Interpret road maps, street signs, reference manuals, training materials, policies, procedures, reports, and correspondence to ensure accuracy.
6. Make effective oral presentations.
7. Provide effective leadership to employees to maintain an efficient workforce.
8. Operate computers and related technologies to increase effectiveness of unit.

C. Ability to:

1. Work effectively and harmoniously with others (e.g. co-workers, fire protection agencies, the public, landowners, other governmental agencies, and the business community) to instill a constructive working environment.

2. Interpret maps, training materials, policies, procedures, reports, and correspondence to ensure accurate interpretation of written documents.
3. Apply the principles and methods of effective supervision to provide guidance and direction.
4. Fulfill managerial responsibilities under the Ralph C. Dills Act at a level for successful job performance.
5. Effectively promote equal opportunity in employment and maintain a work environment which is free of discrimination and harassment.
6. Operate a variety of electronic equipment (e.g., personal computer, cameras, audio/visual systems, computer software) to ensure efficiency.
7. Perform at a command level during emergencies for successful incident mitigation.
8. Effectively coordinate control programs, projects, and emergency operations for successful incident mitigation.
9. Evaluate strategic analysis and choose appropriate action.
10. Demonstrate leadership under unusually stressful conditions in both emergency and non-emergency situations.
11. Effectively coordinate the work of others to meet goals and objectives in a safe and timely manner.
12. Prepare clear and concise reports and maintain records to ensure accuracy of Unit functions.
13. Make presentations in a variety of environments for effective communication.
14. Work effectively and cooperatively in a team or individual environment under all conditions.
15. Perform basic mathematical calculations to analyze and complete reports.
16. Participate in and assist with projects to meet departmental goals.
17. Develop successful program plans and standards to further the Department's mission and goals.
18. Combine details from several sources to reach an accurate conclusion.
19. Oversee the implementation of new and/or revised programs to ensure effectiveness.
20. Determine and establish priorities for the completion of assignments.
21. Identify problems and take appropriate action when problems arise.
22. Professionally respond to complaints or concerns from citizens to provide customer service.
23. Explain complicated information in simple, understandable language to enhance communication.
24. Safely operate a motorized vehicle under all conditions (e.g., extreme temperatures and weather).
25. Prepare disciplinary actions (e.g., corrective memorandums, adverse actions) to document employee performance.
26. Plan for and manage contractual fire protection and emergency services for successful cooperative agreements.
27. Develop and maintain plans for mutual-aid cooperative fire protection systems to meet Department's mission.
28. Interpret and explain codes, rules and CAL FIRE policies and procedures to facilitate communication.
29. Effectively communicate both verbally and in writing under stressful situations and adverse conditions.
30. Perform physical activities necessary to manage emergencies.
31. Adjust in a changing work environment to ensure effectiveness under all conditions.

VETERANS PREFERENCE

Veterans' preference credits are not granted in promotional examinations.

CAREER CREDITS

Career credits are not granted in promotional examinations.

CONTACT INFORMATION

Department of Forestry and Fire Protection
P.O. Box 944246
Sacramento, California 94244-2460
(916) 445-7801

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device

1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)

STS is Speech-to-Speech Service for persons with a speech disability and is reachable at
1 (800) 854-7784 (California) or 1 (800) 947-8642 (Nationwide)

DISTINGUISHING CHARACTERISTICS

SPECIAL PERSONAL CHARACTERISTICS

Persons appointed to positions in this class must have hearing and vision sufficient to perform the duties of the position; willingness to accept increasing responsibility; willingness to work long and irregular hours including weekends and holidays; willingness to travel and perform work in remote parts of the state or out-of-state; willingness to remain on duty as necessary or as emergency circumstances require.

SPECIAL REQUIREMENTS

FELONY DISQUALIFICATION

Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179 (b), or Division 2.5, Chapter 1, Article 4, Section 1722 (b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class. This felony disqualification applies only to those positions designated as peace officers.

BACKGROUND INVESTIGATION

Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Forestry and Fire Protection background investigation may be required to undergo an additional background investigation. This background investigation applies only to those positions designated as peace officers.

CITIZENSHIP REQUIREMENTS

Pursuant to Government Code Section 1031 (a), in order to be a peace officer, a person must be either a U.S. citizen or be a permanent resident alien who is eligible for and has applied for U.S. citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

AGE REQUIREMENT

Existing law provides that a peace officer must be at least 18 years of age at the time of appointment.

EDUCATION REQUIREMENT

Existing law provides that a peace officer must be a high school graduate, pass the General Education Development (GED) Test indicating high school graduation level, pass the California High School Proficiency Examination, or have attained a two-year or four-year degree from an accredited college or university.

DISCLAIMER

Please go to the following website to review the official California Department of Human Resources (CalHR) class specification: <http://www.calhr.ca.gov/state-hr-professionals/pages/8894.aspx>

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the Department of Forestry and Fire Protection, (916) 445-7801, three days prior to the written test date if he/she has not received his/her notice of appointment.

For an examination without a written feature, it is the candidate's responsibility to contact the Department of Forestry and Fire Protection three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her three days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available online at CalHR, local offices of the Employment Development Department and the testing Department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The testing Department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) Departmental promotional, 3) multi-Departmental promotional, 4) service-wide promotional, 5) Departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at Departmental personnel offices or www.jobs.ca.gov.

If High School Equivalence is Required: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans' Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in open entrance and open, non-promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for, and have requested these points by mail. **In open (only)** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, widows, and widowers of veterans, and spouses of 100% disabled veterans (5 points for widows, widowers, and spouses if the veteran was in the National Guard); and 15 points for disabled veterans. **In open, non-promotional** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the State Personnel Board (SPB). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (STD. Form 1093), which is available at www.jobs.ca.gov or the Department of Veterans Affairs.

Career Credits: In open, non promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirement specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their service status in the appropriate section of the Examination/Employment Application. (STD. 678).

Felony Disqualification: You are disqualified from being employed as a peace officer if: 1) you have been convicted of a felony in California or any other State; 2) you have been convicted of any offense in any other State which would have been a felony if committed in California; 3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; 4) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may be allowed to participate in this examination if your conviction(s): 1) has/have been sealed under Penal Code Section 851.7, 851.8, 1203.45, or Health and Safety Code Section 11361.5; 2) has/have been expunged or is/are expugnable pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses; 3) was/were stipulated or designated to be a lesser included offense of marijuana possession under Health and Safety Code Section 11557 or 11366.

Confidentiality and Security: Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in State civil service.